

November 19, 2008

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: SANDRA L. DAVID  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: MASTER AGREEMENT/AWARD NOTICE-- CONTRACT NO. 08-404-SD  
ENGRAVING AND PROMOTIONAL ITEMS

**ADDENDUM #1**

Please be advised that the following personnel are to be contacted for orders:

Terry Marsh, is the Primary Point of Contact for Engraving, and

Alice Kendall is the Primary Point of Contact for Promotional.

Phone 302-255-9855

Fax 302-255-4442

DIB also have a customer service e-mail address [dibcustomerservice](mailto:dibcustomerservice)

This is listed as an address on their state e-mail system and can be used if desired to make general inquiries.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302.857-4556 or [sandra.david@state.de.us](mailto:sandra.david@state.de.us) .

P:\404\08404AN1